

C O N F I D E N T I A L

This Notice Expires 31 December 1963

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 10-35-3

SECURITY
4 April 1963

LOCKING VAULT DOORS FROM WITHIN

1. NPIC Handbook No. 10-35-1, dated 27 December 1962, provides that whenever a vault entrance is not under constant surveillance from within by an NPIC employee, the vault door must be secured. However, there seems to be some misunderstanding as to the mechanics of locking a vault from the inside, with the result that security violations have resulted.

2. On several occasions after-hours, vault doors have been discovered unlocked with no one inside having visual control of the door, although people were working in inner rooms who believed they had locked the door. This situation is caused when the door is closed at the end of the normal workday and the person remaining in the vault turns the inside knob on the door and sees the steel rods or bolts go into lock position creating the impression that the door cannot then be opened without the knob again being turned. What is not realized is that the handle on the outside of the door can equally well open the bars, and of course in such a case there is no vault security when the insider goes away from the immediate vicinity of the entrance.

3. To lock a vault, it is necessary that the combination-and-lock mechanism be operated from the outside while the door is still open. The outside handle should be turned into the lock position and the combination dial rotated several times. Then the individual steps to the inner side of the open door, turns the inside knob to open the steel rods or bolts, pulls the door shut, and again turns the knob to throw the bolts into lock position. When this procedure is followed, the vault will be properly locked and cannot be entered from the outside without operating the combination.

4. Should there be any questions regarding this matter or if demonstrations are desired, contact the Security Branch, AS/NPIC, [redacted]

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[redacted]
Executive Director, NPIC

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Distribution: All Employees

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GROUP 1
Excluded from automatic
downgrading and
declassification